

Student Equity & Achievement Committee
Meeting Minutes
January 25, 2023

Quorum?	One short of meeting quorum. Nine were needed.
New Committee Participant	Welcome Isabella Coronado, ASVC Director of Equity and Inclusion.
Public Comments	No public comments.
Approval of Minutes	Motion was made to approve minutes from December without quorum – with the caveat that someone not in attendance can recommend changes or corrections. Minutes were approved.
Student Equity Plan (SEP)	The SEP was confirmed by the State of California, by NOVA on January 25, 2023. Action – Janeene (Marketing) needs a copy of the word version. Phil (Institutional Effectiveness) also requested a copy but in different format.
What are the Years?	There is some confusion re: the years listed on the Plan. Phil has asked for clarification. The new plan is an academic-year plan and is effective in Fall 2023. However, in NOVA it's listed as 2022-2025. Will the State change what it considers to be Year 1, 2, & 3? There is a State-driven reporting cycle which is not well-aligned with VC's Equity Plan. Jen will reach out to Michael Q (State office) to see if there will be any issues.
SEP Rollout	The committee needs to get more specific on the rollout. There was a meeting on January 11 to plan for the SEP rollout. That meeting addressed what it means to do a rollout. How will the Plan be communicated to the campus? How will it be initiated? We want to ensure the whole campus is given the opportunity to understand what the focus of the Equity Plan is and how it will take shape. We want everyone to know there are two targeted areas: Men of Color, and Part-time Students. Plus, Year 1 is an Inquiry Year where time will be spent, qualitatively, trying to learn about what we should be doing. Identified actions will be implemented in Year 2 and Year 3. Both parts, the student population being focused on and the process, are unique to our college.
Work Groups	The SEA team discussed formation of work groups and what their purposes would be. Two initial groups were supported: one for implementation and one for communication. Possible additional work groups were discussed for addressing forum structures and making budget proposals.

	<p>The first work group, led by Jen, will identify what elements are for action / research and how to implement them. Do we get an outside research firm? Who do we bring in to be a part of the inquiries? Would we have someone help facilitate our inquiry? This may include forums for engaging the campus.</p> <p>The second work group, led by Damien, will concentrate on communicating or informing the Campus. Part of the communication would include:</p> <ul style="list-style-type: none"> • An email from the President to announce the Plan, and • Posting it on the webpage. <p>The email should go out almost immediately.</p> <p>Both initial groups can be involved in the forums. However, forum planning could be too focused for standard committee meetings and would take too much meeting time. Dedicated meetings should be scheduled to address what will happen in Fall 2023. Developing something new for the campus would take some time and effort, but the discussion needs to start now so actions can begin immediately in the Fall.</p> <p>Another recommendation was to setup a work group to create budget “proposals” to bring back to the committee’s next meeting. Both groups can also have funding requests. Funding necessary to carry out Year 1 actions must be identified now.</p> <p>Much of the activities requested for Year 1 are for research. Action-research is something that should be advocated for strongly as a primary component of Year 1. Since funding for Equity can come from more than SEA funds, there is a greater opportunity to make bolder requests.</p> <p>A form for recommendations by committees – specifically for any budgetary requests – must be completed and submitted to the Administration soon. There is a tight timeline to make budgetary requests related to things in the Equity Plan. Next fiscal’s budget will be finalized this spring.</p> <p>A standing agenda item will be added for work group reports. Additionally, a request was made to include Marketing staff on communications.</p>
SEP Webpage	<p>Damien met with Marketing to create a website specifically for the Equity Plan.</p> <p>It will be broken up into searchable parts, like the Course Catalog. Janeene will meet with some of the committee members to develop the layout. There can be an executive summary at the top. The five metrics</p>

	<p>could be pull-down menus or little infographics. There are five clickable boxes with infographics. These could have a discussion of who or what the population is. What the goal is. What the activities are.</p> <p>Where will the website reside? There would be a link on the SEA page and the CPC page. Should it have a button on VC's homepage? Or the President's page?</p> <p>This website could be referenced in the President's email.</p> <p>Non-committee members could be invited to help develop marketing the Plan.</p>
<p>Next Meetings 2:00 – 3:30</p>	<p>February 22 – Regular committee meeting</p>